



news and information
for employees of the
City of Saint Paul

February 4, 2005

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Celebrate the Opening of the New Visitor Center

By Kendra Klemme

Como Park Zoo & Conservatory

The Como Park Zoo and Conservatory will celebrate the first in a series of grand openings on Feb. 12, 2005, with the opening of the Visitor Center. The new building is home to a variety of amenities including classrooms for educational programming, a gift shop, indoor bathrooms and a café, featuring Caribou Coffee. Remote parking and shuttle service will be available for the event, which will take place from 10:00 a.m. to 4:00 p.m.

The new Visitor Center is the first in a series of events taking place at Como Park Zoo & Conservatory this year. A new wing of the Marjorie McNeely Conservatory, including fern, bonsai and orchid rooms, as well as a special children's room, will open later this spring. In addition, a new exhibit featuring the relationships between plants and animals in a South American tropical forest - "Tropical Encounters" - will open late in 2005.

Como Park Zoo & Conservatory have been a part of the Saint Paul community for a combined 196 years. The Zoo was founded in 1897 with three deer. Today, the Zoo features animals from all over the world. The Marjorie McNeely Conservatory is the largest glass-domed garden in the region, occupying about one-half acre under glass



Como Park Zoo & Conservatory Visitor Center

and includes the seasonal Como Ordway Memorial Japanese Garden, Enchanted Garden and Frog Pond. The Conservatory opened in 1915, replacing a smaller glasshouse that was built in the 1880s.

The Como Zoo & Conservatory Society is a registered nonprofit organization that was formed in March 1999 to promote, support, preserve and enhance Como Park Zoo & Conservatory through fundraising and marketing. Funds are used for programmatic and capital needs at Como Zoo and Marjorie McNeely Conservatory and are raised through annual giving programs, special events, gift shops, memberships and grants. Since incorporating, the Society has undertaken ambitious initiatives and accomplished major organizational goals. Accomplishments include securing \$7.91 million from the private sector for the Visitor Center improvements; partnering with the City of Saint Paul to secure a \$7.0 million gift from the Donald McNeely family to benefit the

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Please print this for your co-workers. The City is continuing to save money by not producing printed copies of the City Update, but still needs to communicate to all employees. Please help by printing this newsletter (preferably back-to-back) for workers in your area who do not have computer access. Thank you.

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Marjorie McNeely Conservatory; building a \$1.5 million operating endowment; and contributing increased annual grants to Como Park Zoo and Conservatory for operations and programs. All fundraising activities are lead by a 17-member board of directors and exceptional professional staff.

The Como Zoo & Marjorie McNeely Conservatory, located in Como Park of Saint Paul, house a variety of plants and animals that visitors from around Minnesota and elsewhere come to enjoy year-round. The Zoo & Conservatory strive to help guests connect the relationships between plants and animals, while consistently focusing on the message of conservation. For more information about the Zoo or Conservatory, visit www.comozooconservatory.org.

Eligible Dependents Audit

Risk Management will be conducting an eligibility audit in February of enrolled dependents in our medical insurance plans. This audit will assist the City to provide affordable health care at a time when costs continue to increase significantly.

Every employee and retiree who carries family medical insurance will receive a letter this month identifying their insured dependents. Each letter requires a response, certifying which dependents are eligible and which are no longer eligible. If a dependent is ineligible, there is an amnesty period during the audit to cancel their coverage.

After the amnesty period, the City may conduct random, periodic audits requiring documentation to substantiate dependent eligibility. However, the employee/retiree will be responsible for the cost of premiums and claims for the dependent who is deemed ineligible.

If you carry family coverage, your letter will be arriving at your home this week.

Firefighter Jobs

For the first time in nearly six years, the City of Saint Paul is accepting applications for Firefighter. This complicated process requires a strong partnership between Fire and Safety Services and Human Resources. Fire Chief Doug Holton and Assistant Fire Chief Anthony Carter have spent many hours working alongside Human Resources Director Angie Nalezny and HR staff Karen Divina, BoNiita Mahe and Kelly Barto.

Fortunately, other City employees stepped up to lend a hand. The Fire Department Recruitment team has been meeting for several months, brainstorming unique and effective ways to get the word out to our diverse communities. They have spent many hours distributing flyers, working job fairs, appearing before community organizations, and more. Their dedication to the job and love of what they do constantly shines through. Kudos and appreciation to Jane Thompson, Al Boney, Brian Burks, Kevin Lagos, Tom Green, Michael O'Keefe, Norm Byng, Ann Majerus, Stacy Hohertz, Clarence Hawkins, Mark Dickinson, Mike Munos, Jay Monogue, Pat Smith, Jason Yamamoto, and Ryan Christopherson.

Almost every City department has been involved in the pre-recruitment. The Ad-Hoc Recruitment team utilized their various contacts and sources to distribute information about the hiring process and otherwise assist with the many details. For their hard work, a big thanks to Angela Burkhalter, Manuel Cervantes, Dennis Flaherty, Readus Fletcher, Don Johnson, Sia Lo, Don Luna, Gwen Peterson, and Tyrone Terrill.

There are two examination committees: Firefighter Written Test Advisory committee and Firefighter

Physical Test committee. The written test committee advises the City regarding the issues concerning the written test and diversity recruiting. The committee includes members of Human Resources, Local 21, the Civil Service Commission and the local community. Councilmembers Jay Benanav and Debbie Montgomery also serve on the committee. The physical test committee assists with recruiting physically fit candidates and makes recommendations regarding decisions about the Physical Performance Test. Representatives from WomenVenture, MN Lynx, Local 21 and Human Resources serve on the committee. Council President Kathy Lantry is also on the committee. Both of these committees are working hard and cooperating to create a fair and valid exam process.

The application period ends February 14th. The exam process consists of a written exam and the Physical Performance Test (PPT). We have already begun offering tutorials for the written exam and orientation sessions for the PPT. The last opportunity for applicants to get more information is at Arlington High School on February 12th at 11:00 a.m. and all are welcome to attend. Updated information can be found by clicking on the Fire Department logo on the City's homepage.



City job openings as of February 4, 2004

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
02/14/05	Firefighter	\$40,841.28 yearly	03/22/05
02/15/05	Environmental Coordinator	\$1,562.55 bi-weekly	See Job Ann
02/07/05	Parks Maintenance Supervisor II B (prom)	\$2,214.27 bi-weekly	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: (651) 266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after December 7, please call our 24-hour job line, (651) 266-6502.